



Training Opportunity

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| Course Title: | Resume Writing Skills |
| Date(s)/Time: | 20 April 2004 (Tuesday) 08:00-16:00 |
| Location: | Specific Classroom location TBA Ft Bragg, NC |
| Tuition: | No cost to USASOC civilian employees Minimal cost for non-USASOC civilian employees |
| Vendor: | Ms Brenda Hiatt PH Associates |
| USASOC Course Manager: | Mike McCaskill, mccaskim@soc.mil |
| SC CPOC Course Manager: | Heidi Collier, heidi.collier@us.army.mil 256.842.6554, dsn 788.6554 |

Who Should Attend: USASOC Civilian Employees, and other federal employees, if space permits

Course Description:

After completing Resume Writing Skills, course attendees will be:

- Assessing their own skills
- Including desired skills on a resume
- Using effective resume formats
- Using descriptive language
- Using effective Key Words
- Using RESUMIX
- Customizing resumes for specific jobs
- Deciding on references
- Formatting the resume, when necessary
- Using ANSWER and other follow-up procedures
- Assessing the job market

Registration Information:

USASOC employees:

First, gain your supervisor's approval. Then contact your USASOC training representative Mike McCaskill preferably via E-mail mccaskim@soc.mil with course title in subject line or if necessary, fax or phone.

For non-USASOC employees:

First, gain your supervisor's approval. Then you, the course nominee, should contact SC CPOC Course Manager to receive notification of a confirmed space; you may forward your request with the course title in the subject line via E-mail to [Heidi Collier](mailto:Heidi.Collier@us.army.mil) with Courtesy Copy to USASOC Course Manager (if available). Then once you've received confirmation, your organization's approved credit-card holder should complete and fax a payment authorization sheet to Heidi Collier at 256.876-3627, dsn 746.3627. This form is available from the course manager or online

at http://cpolrhp.belvoir.army.mil/scr/hrdd/Tools/Payment_Authorization.htm. Payment must be made using the government credit card and received before class-start date. Cancellations are permitted until the registration deadline; however, they must be coordinated with the Course Manager. Organizations will be charged for cancellations received after this date. On the day of class at the training site, attendees will be required to sign-in on a course roster and to complete an evaluation sheet.

Registration Deadline: 19 March 2004

Additional Information:

1. Individuals requiring special accommodations should notify the course manager at the time of registration.
2. Participants may be excused from portions of any training program that they feel conflicts with their religious beliefs or creates high levels of emotional response or psychological stress.

Updated Apr 03